

**BOROUGH GREEN PARISH COUNCIL**

Clerk: Mr Bernie Galopin  
Tel: 07568536405



Established 1934

PO Box 635  
Sevenoaks  
TN13 9UX

Email: [clerk@boroughgreen.gov.uk](mailto:clerk@boroughgreen.gov.uk)

[www.boroughgreen.gov.uk](http://www.boroughgreen.gov.uk)

Minutes of the Meeting of Borough Green Parish Council held **Online** on Monday 7th December 2020 The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Cllrs Shaw, Wray, Perry, Millener, Redrup, Reading, Simpson, Crawley & the Clerk. Cllrs Rayner & Palmer were present online,

169. **Apologies for Absence** Cllr Gould sick
170. **Declarations of Interest:** To receive in accordance with the Council's Code of Conduct. None
171. **Minutes of the Online Meeting: 9th November 2020:** To confirm and sign as a correct record. **AGREED**  
To confirm Cllr Crawley's signature of Declaration of Acceptance of Office **NOTED**  
Chairman welcomed Cllr Crawley to the Parish Council.  
Members raised concerns about the current lack of diversity amongst members, and felt efforts would be made in the future to ensure as wide a range of candidates was canvassed when a new vacancy occurred.
172. **Submissions by County & Borough Councillors**  
Cllr Rayner outlined KCC's preparations for Brexit.& Covid.  
Cllr Palmer spoke about the recent water and power problems at Platt that overlapped BG, the appearance of caravan at Askew Bridge, and the refusal at 161 Maidstone Rd
- 181(iii) Chairman moved the item forward, and outlined the PC's application for a KCC Members Grant for £4900 towards the Traffic Improvements on the A25, Quarry Hill, Darkhill & the Rec Crossing. Cllr Rayner advised that the Clerk should submit an application as soon as possible.  
Chairman thanked them for their input and they left at 2015
173. **Matters arising** from the minutes of the last meeting and not covered by agenda items. **None**
174. **Planning matters** to hand:  
(i) To note planning notices – as circulated.  
(ii) Responses already circulated.  
(iii) Current applications as per correspondence.
- TM/20/02631/FL** Longwood House 80 Crouch Lane Erection of 2 storey outbuilding in garden comprising 3 bay garage and ancillary residential accommodation *No observations*
- TM/20/02651/FL** 41 - 43 High Street Proposed first and second storey extension to incorporate new residential flats with internal alterations. **No Objections**, but note loss of historic street scene, and severe lack of parking. Note sensitive design, but want the "Goldex" sign removed as garish and out of character. Extreme concern about maintaining access to Zebra Crossing and full pavement width in our busy High St during construction.
- TM/20/02686/LDP** 29 Harrison Road LDC Extend single dropped kerb *No observations*
- TM/20/02688/FL** 15 Annetts Hall Demolition of the existing rear extension and side garage. To be replaced with the construction of a single and double storey rear extension; the garage will be re-installed on a similar footprint while the volume on top will be expanded to create a plant room under the new side roof
- TM/20/02690/TPOC** 14 Abbott Tree 1, 4, 5 and 6 Limes Tree 2 Beech and Tree 3 Pine *No observations*
- TM/20/02580/FL** 2 Maidstone Road Erection of single garage *No observations*
- TM/20/02597/RD** 81 Quarry Hill Road conditions 5 (flood risk measures), 6 (contamination, remediation and verification), 7 (verification report), 8 (site investigation and remediation), and 9 (verification report) pursuant to planning permission TM/20/02187/FL (Variation of condition 8 (contamination), 9 (verification report), 12 (site investigation) and 13 (verification report) submitted pursuant to planning permission TM/20/00837/FL (Variation of condition 7 (construction phasing arrangements) of TM/19/02047/FL *No observations*
- TM/20/02629/FL** Four Seasons 87 Wrotham Road Demolition of conservatory and erection of rear single storey extension *No observations*

Cont/

Cont/

**TM/20/02385/FL** 51A And 51B Sevenoaks Road 2 separate flats, convert into a single house. Ground floor rear extension internal modifications to create an open plan area, loft extension with roof window dormers to create a new bedroom and ensuite bathroom *No observations*

**TM/20/02159/LDP 15 Lendon** LDC: Dropped kerb *No observations*

(iv) Any further planning matters.

175. **Correspondence** – as circulated.

New Councillor applications Mark Ramsden. Clerk will contact with application forms

TMBC Waste recycling sites - to note Borough Green being kept active for now. Members raised concerns about cloths and battery recycling - Chairman to contact Waste Services

176. **Potters Mede Grounds and Pavilion**

(i) CCTV alteration and repair. Replace LED floodlights- awaiting switch repair

(ii) New quotes for carpark resurfacing- deferred

(iii) Repairs and servicing, Heating and recovery system, and shutter control. Cllr Millener advised no further action needed on Legionnaire report  
Any other action required.

177. **Recreation Ground:**

(i) Repair of public toilet lock – ordered.

(ii) Update Rec Revamp progress. deferred

(iii) Sewage breakout - update on progress. Pumping station meeting SW 16th

(iv) Pavilion - War Memorial plaque and windows - Lexan order- Chairman to obtain prices

(v) There was some discussion about lighting in the Rec. Chairman noted that the Pavilion lighting had been vandalised and he would seek a robust replacement. It was noted that lighting was "pencilled in" for the Rec Revamp, and would also be considered when a perimeter path was agreed.

No other action required.

178 **Village Enhancements:**

(i) Isles Quarry East & Cooper Estates - land transfers ongoing - awaiting reports

(ii) Volunteer day - Harrison Rd land report - donation request from Social prescribing

(iii) Harrison Rd wall and boundary treatment - Wall quote £1500

To note quotes - chipper £110/day +£20, hole-borer £46/day. £1000 deposit. Deferred until land ownership finalised, but arrange volunteer day with chipper in the New Year at Harrison, Potters and the Rec.

(iv) Gateways Platt boundary in progress

**Meeting entered Part 2**

(v) A25 gateway legal challenge -

**Minutes of Emergency Meeting 2nd Dec** - to confirm and sign as a true record - **AGREED**

To ratify letters drafted at Emergency Meeting - **AGREED**

To agree public form of words - **AGREED**

**Meeting returned to Part 1.**

The Parish Council acted in good faith regarding the hedge work, but solicitor's advice was to offer the cost of 40m of whip hedge and £1500 towards complainant's costs to avoid very expensive Court proceedings and the possible impact on Public Finances - **AGREED**

Chairman tabled the 6 KCC reports from 2010-2015 on hedge enforcement- Noted

(vi) Cllr Shaw suggested a tree or shrub be planted at the War Memorial. Chairman to contact KCC.

179. **Financial Matters:**

(i) Clerk's report - problems with Sage had delayed Reconciliations, but they would be circulated and appended to the minutes when available. (Appendix 2)

(ii) Minutes of the Finance Committee meeting 20th November - **AGREED**

(iii) 7 month budget & 20/21 Y/E Forecast - **NOTED**

(vi) To approve 21/22 Precept request. Some Members had concerns about increasing the Precept in these difficult times. Chairman pointed out that our Auditor advised small incremental annual increase, and the need to maintain at least 1/3rd of our budget in Reserves, (apx £60k) which currently stand at £88000, but noted that we may have significant demands on reserves, with legal costs on the A25 and Local Plan, Rec Revamp and others. Because of concerns, Chairman suggested Cllr Reading propose an amendment to the budget to be maintained at 2019/20 £201,920, seconded by Cllr Redrup. **In favour 4, against 6- Motion Lost.**

Chairman then proposed the Precept figure of £206,920, seconded Cllr Shaw, **in favour 6, against 4**

**The Motion was carried** - Clerk to submit Precept Application to TMBC



180 **Website Accessibility, Compliance & Risk:**

- (i) No report

181 **T&MBC Local Plan:**

- (i) Inquiry cancelled - awaiting update
- (ii) Clerk noted that he was not skilled with Facebook, and would work with Cllr Wray to publicise the PS's work  
No other action required.

182 **Highways and Streetlighting:**

- (i) Streetlighting LED discount - survey
- (ii) Traffic Expert report and invoice. A25 Griggs to Minters, Cllr Perry tabled a spreadsheet querying Report conclusion. Chairman noted that it had been tabled too late for members to give consideration, and it missed one speed survey completely, but agreed to forward it to LHA for comment.
- (iii) To apply for a KCC Member's Grant of £4900 for the Traffic Scheme, and Christmas Lights elec Parish to add balance to £6424- Clerk to liaise with Cllr Rayner ( breakdown Apx1 ) **AGREED**  
No further action required.

183 **Sandpits Quarries and Landfills:**

- (i) No report

184. **BMPOS:**

- (i) TMBC Tree survey - TMBC Liability - **NOTED**

185 **Payments List (Cheques/Bank Payments):** To approve payments as listed (Appendix 2) and circulated to all Cllrs. Proposed. Chairman, seconded by Cllr Perry - **AGREED**  
Chairman to liaise with other councillors to agree invoice list and cross check.

186. **Future dates:**

- (i) Date of Next Meeting: **Monday January 4th 2021** online via Zoom commencing **7.30pm**, subject to change if isolation rules are removed, to a public meeting in the Annexe to The Church of the Good Shepherd.
- (ii) The Parish Office will not be open  
Annual Parish Council meeting and Parish Annual Meeting Friday Village Hall 8pm **Deferred**.

At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

187. **Exclusion of Public and Press:** Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any item.

Part 2 matters dealt with above 178 (v) Chairman closed the meeting at 21.53

Signed as a true record



4th January 2021

**APPENDIX 1**

Highway KCC Members Grant	
Darkhill TRO	£600
8x signs	£320
2x posts	£600
T/light adjust	£500
Q Hill signs 7.5t	£320
QH Posts	£600
Highway reports	£1400
Chicane Plan	£1000
Elect Cert	£500
10% contingency	£584
	=====
Total	£6424
Parish Contribution	£1431
KCC Grant application	£499

## APPENDIX 2 Reconciliation

BGPC Cash Book Summary A/C 600857	
Month: November 2020	
	£
<b>Payments</b>	
Standard On-Line Payments (Approximate)	
Staff Wages	-4543.92
HMRC	-1390.36
KCC Pensions	-993.28
Online Banking Payments	
Barry Glew Exps	-72.97
Royal British Legion	-100
Green Thumb	-45
Wrotham PC	-283.23
Brook Security	-822.24
Warners Law	-1807.2
Wrotham PC	-52.63
Commercial Services	-142.1
TreeAbility	-386.4
Wrotham PC - Local Plan	-10317.76
Monthly Direct Debits	
Zen Internet	-10.79
Castle Water	-40.32
Bank Charges	-19.06
Castle Water	-41.11
ALD	-291.6
E-On	-469.14
EDF Energy	-338
Wex	-149.41
EDF Energy	-13
BT	-110.65
Bank Transfers	
From BGPC 600857 to BSA1	0
Cheque Payments	
4402 - Kent Ali	-46.4
4403 - Chris Hurl	-102.62
4404 - KG Clarke	-432
Total Payments	<b>-23021.19</b>
<b>Receipts</b>	
Bank Transfers from BSA1	22915.35
Skate Park Litter Pick	105.84
Total Receipts	<b>23021.19</b>
Receipts less payments (600857) 31.10.20	<b>0</b>
Balance Cash Book (600857) 30.11.20	<b>60</b>
Add: Unpresented Chq: 4383	<b>40</b>
Balance Bank Statement (600857) 30.11.20	<b>100</b>



4th January 2021